

(NAME OF MUNICIPALITY), LOUISIANA

Primary Government Financial Statements
As of and for the Year Ended _____, 19____
With Supplemental Information Schedules

CONTENTS

	Statement	Page
Transmittal Letter		3
Affidavit		4
Primary Government Financial Statements:		
Combined Balance Sheet, All Fund Types and Account Groups	A	5
Governmental and Expendable Trust Funds:		
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	B	7
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (GAAP/Non-GAAP Basis) and Actual:		
General and Special Revenue Funds	C	8
Debt Service and Capital Projects Funds	D	9
Proprietary and Non-Expendable Trust Funds:		
Combined Statement of Revenues, Expenses, and Changes in Retained Earnings/Fund Balances	E	10
Combined Statement of Cash Flows	F	11
Notes to the Financial Statements		12

(NAME OF MUNICIPALITY), LOUISIANA

Contents, _____, 19__

CONTENTS (CONT.)

	Schedule	Page
Supplemental Information Schedules:		
Special Revenue Funds:		
Combining Balance Sheet	1	42
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	2	43
Debt Service Funds:		
Combining Balance Sheet	3	46
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	4	47
Capital Projects Funds:		
Combining Balance Sheet	5	49
Combining Schedule of Revenues, Expenditures, and Changes in Fund Balances	6	50
Proprietary and Non-Expendable Trust Funds:		
Combining Balance Sheet	7	52
Combining Schedule of Revenues, Expenses, and Changes in Retained Earnings	8	53
Combining Schedule of Cash Flows	9	54
Schedule of Compensation Paid Board Members	10	56
Schedule of Expenditures of Federal Awards	11	57
Summary Schedule of Prior Audit Findings	12	58
Corrective Action Plan for Current Year Audit Findings	13	59

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

(Date)

Office of Legislative Auditor
Attention: Ms. Suzanne Elliott
1600 North Third
P.O. Box 94397
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the (Name of Municipality), Louisiana, as of and for the fiscal year ended _____, 19___. These primary government financial statements include all funds, account groups, and organizations for which the municipality maintains the accounting records (list any exceptions).

The accompanying primary government financial statements have been prepared in accordance with generally accepted accounting principles (list any exceptions).

Sincerely,

Municipal Clerk

Enclosure

_____ (MUNICIPALITY)

**ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$50,000 OR LESS** (if applicable)

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(l)(l)(c)(i).

AFFIDAVIT

Personally came and appeared before the undersigned authority, _____ (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the _____ (Name of Municipality) as of _____, 19__, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, _____ (name), who, duly sworn, deposes and says that the _____ (Name of Municipality) received \$50,000 or less in revenues and other sources for the fiscal year ending _____, 19__, and, accordingly, is not required to have an audit for the previously mentioned fiscal year-end.

Signature

Sworn to and subscribed before me, this _____ day of _____, 19__.

NOTARY PUBLIC

Officer

Address

Telephone No.

(NAME OF MUNICIPALITY), LOUISIANA

Notes to the Financial Statements
As of and for the Year Ended _____, 19__

INTRODUCTION

[Include specific information about the municipality, such as:

1. How the municipality was created, including making reference to the specific Louisiana Revised Statutes, municipal charter, etc., if applicable.
2. The purpose of the municipality.
3. Number of board members, how appointed, and whether they are compensated.
4. Geographic location and size of the municipality.
5. The population of the municipality or the number of people served.
6. Number of employees.
7. Quantitative information about the municipality's operations (number of utility customers, approximate number of miles of roads maintained, etc.).]

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the _____ (Name of Municipality) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

As the municipal governing authority, for reporting purposes, the (Name of Municipality) is considered a separate financial reporting entity. The financial reporting entity consists of (a) the primary government (municipality), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

GASB Statement No. 14 established criteria for determining which component units should be considered part of the (Name of Municipality) for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the municipality to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the municipality.
2. Organizations for which the municipality does not appoint a voting majority but are fiscally dependent on the municipality.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the municipality has determined that the following component units are part of the reporting entity:

Component Unit	Fiscal Year-End	Criteria Used
Municipal Court		
Municipal Marshal		

The municipality has chosen to issue financial statements of the primary government (municipality) only; therefore, none of the previously listed component units are included in the accompanying financial statements.

GASB Statement No. 14 provides for the issuance of primary government financial statements that are separate from those of the reporting entity. However, the primary government's (municipality) financial statements are not a substitute for the reporting entity's financial statements. The accompanying primary government financial statements have been prepared in conformity with generally accepted accounting principles as applied to governmental units. These financial statements are not intended to and do not report on the reporting entity but rather are intended to reflect only the financial statements of the primary government (municipality).

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

The municipality's officials are also responsible for appointing the members of the boards of the Housing Authority of _____, _____, and _____. These agencies are considered to be related organizations since the municipality appoints the separate governing boards but is not financially accountable for the organizations.

Considered in the determination of component units of the reporting entity were the _____ Parish Police Jury, Sheriff, Clerk of Court, Assessor, School Board, and the District Attorney and Judges for the _____ Judicial District. It was determined that these governmental entities are not component units of the (Name of Municipality) reporting entity because they have separately elected governing bodies, are legally separate, and are fiscally independent of the (Name of Municipality).

C. FUND ACCOUNTING

The municipality uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the municipality are classified into three categories: governmental, proprietary, and fiduciary. In turn, each category is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds

Governmental funds are used to account for all or most of the municipality's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds include:

1. General Fund--the general operating fund of the municipality and accounts for all financial resources, except those required to be accounted for in other funds.
2. Special revenue funds--account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
3. Debt service funds--account for transactions relating to resources retained and used for the payment of principal and interest on those long-

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

term obligations recorded in the general long-term obligations account group.

4. Capital projects funds--account for financial resources received and used for the acquisition, construction, or improvement of capital facilities not reported in the other governmental funds.

Proprietary Funds

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds differ from governmental funds in that their focus is on income measurement, which, together with the maintenance of equity, is an important financial indicator. Proprietary funds include:

1. Enterprise funds--account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
2. Internal service funds--account for the financing of goods or services provided by one department to other departments or governments on a cost-reimbursement basis.

Fiduciary Funds

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the municipality. Fiduciary funds include:

1. Expendable trust funds--accounted for in essentially the same manner as governmental funds. The resources, including both principal and earnings, may be expended.
2. Non-expendable trust funds--accounted for in essentially the same manner as proprietary funds. The principal may not be expended.
3. Agency funds--account for assets that the municipality holds on behalf of others as their agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds and expendable trust funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds, expendable trust funds, and agency funds. The governmental funds and expendable trust funds use the following practices in recording revenues and expenditures:

Revenues

Expenditures

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid (and any other financing source/use) are accounted for as other financing sources (uses). (Also, include when recorded.)

All proprietary funds and non-expendable trust funds are accounted for on a flow of economic resources measurement focus and a determination of net income and capital maintenance. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. The proprietary funds and non-expendable trust funds use the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized at the time liabilities are incurred.

E. BUDGETS

The municipality uses the following budget practices:

[This space should be used to describe the municipality's budget practices. The comments should include the following:

1. The budgetary calendar [specific dates or time frame for (a) when the budget is published in the official journal and made available for public inspection; (b) when the public hearing for the proposed budget was held; and (c) when the budget was adopted].

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

2. Whether or not appropriations (unexpended budget balances) lapse at year-end.
3. Procedures relative to outstanding encumbrances.
4. Basis of preparing and reporting the budgets and those funds not budgeted, and those components excluded from the budget comparison.
5. The level of administrative authority to make changes or amendments within various budget classifications. Also, disclose if amendments have been made to the original budget and if all amendments are reflected in the budget comparison.

There should be a reconciliation of any non-GAAP budget amounts on Statement C to the amounts on Statement B, using the excess of revenues and other sources over expenditures and other uses as the base of the reconciliation.]

F. ENCUMBRANCES

(Describe the municipality's use of encumbrance accounting.)

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. [Include the municipality's established policy concerning which short-term, highly liquid investments it will treat as cash equivalents. For example, cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less.] Under state law, the municipality may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the municipality's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

[GASB Statement No. 31 requires the following disclosures:

1. The methods and significant assumptions used to estimate the fair value of investments, if that fair value is based on other than quoted market prices.
2. The policy for determining which investments, if any, are reported at amortized cost.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

3. For any investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool and whether the fair value of the position in the pool is the same as the value of the pool shares.
4. Any involuntary participation in an external investment pool.
5. If an entity cannot obtain information from a pool sponsor to allow it to determine the fair value of its investment in the pool, the methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate.
6. Any income from investments associated with one fund that is assigned to another fund.

GASB Statement No. 31 requires the municipality to report investments at fair value in the balance sheet, except as follows:

1. Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, should be reported using a cost-based measure, provided that the fair value of those contracts is not significantly affected by the impairment of the credit standing of the issuer or other factors.
2. The municipality may report at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Money market investments are short-term, highly liquid debt instruments that include U.S. Treasury obligations. Interest-earning investment contracts include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

You should refer to GASB Statement No. 31 for guidance relating to the reporting and disclosures of investments and investment income.]

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

**I. SHORT-TERM INTERFUND
RECEIVABLES/PAYABLES**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

J. ADVANCES TO OTHER FUNDS

Noncurrent portions of long-term interfund loan receivables are reported as advances and are offset equally by a fund balance reserve account, which indicates that they do not constitute expendable available financial resources and, therefore, are not available for appropriation.

K. INVENTORIES

Inventories are valued at the lower of cost or market (specify any other method of valuation). Inventories in the governmental funds consist of expendable supplies held for consumption. The expenditures are recognized when the items are purchased (or consumed). Inventories at year-end are equally offset by fund balance reserves (if on the purchase method).

Inventories in the proprietary funds consist of _____ and are recorded as an expense when consumed. Inventories are valued at the lower of cost (first-in, first-out; last-in, first-out; etc.) or market.

L. PREPAID ITEMS

(Describe the municipality's policy for prepaid items.)

M. RESTRICTED ASSETS

Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayment, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. (Include the specific restrictions.)

N. FIXED ASSETS

Fixed assets of governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. Public domain or infrastructures are not (are) capitalized. Interest costs incurred during construction are (are not) capitalized (or construction period interest is immaterial and is not capitalized). No depreciation has been provided

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

on general fixed assets. All fixed assets are valued at historical cost or estimated cost (the extent to which fixed assets costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation).

Fixed assets used in the proprietary fund operations are included on the balance sheet of the funds net of accumulated depreciation. Depreciation of all exhaustible fixed assets used by proprietary fund operations is charged as an expense against operations. Depreciation is computed using the following methods (and useful lives):

O. COMPENSATED ABSENCES

The municipality has the following policy relating to vacation and sick leave:

(If the municipality does not have a formal leave policy or the leave policy does not provide for the accumulation and vesting of leave, the notes should so state.)

The (Name of Municipality) recognition and measurement criteria for compensated absences follows:

[GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if *both* of the following conditions are met:

- a. The employees' rights to receive compensation are attributable to services already rendered.
- b. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

- a. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.
- b. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

For governmental and similar trust funds, only the current portion of the liability for compensated absences should be reported in the fund. The current portion is the amount left unpaid at the end of the reporting period that normally would be liquidated with expendable available financial resources. The remainder of the liability should be reported in the general long-term obligations account group.]

P. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due. Long-term obligations expected to be financed from proprietary fund operations are accounted for in those funds.

Q. FUND EQUITY

Contributed Capital

Contributed capital is recorded in proprietary funds that have received capital grants or contributions from developers, customers, or other funds when such resources are restricted for the acquisition or construction of capital assets. Contributed capital is (is not) amortized based on the depreciation recognized on that portion of the assets acquired or constructed from such resources. (If amortized, add this: This depreciation is closed to the contributed capital account and is reflected as an adjustment to net income.)

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

R. INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

S. SALES TAXES

(Detail any sales taxes received by the police jury or components, the rate, purpose, expiration date, etc.)

T. TOTAL COLUMNS ON COMBINED STATEMENTS

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

2. FUND DEFICITS

The following individual funds have deficits in unreserved fund balance or retained earnings at _____, 19__:

<u>Fund</u>	<u>Deficit Amount</u>
_____	<u>\$ _____</u>
_____	<u>_____</u>
Total	<u><u>\$ _____</u></u>

(Give management's response for elimination of the deficits.)

**3. EXPENDITURES/EXPENSES -
ACTUAL AND BUDGET**

The following individual funds have actual expenditures/expenses over budgeted expenditures/expenses for the year ended _____, 19__:

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
	\$	\$	\$
Total	\$	\$	\$

4. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes for the year:

	Authorized Millage	Levied Millage	Expiration Date
Citywide taxes:			
District taxes:			

The following are the principal taxpayers for the municipality (amounts expressed in thousands):

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>Total Assessed Valuation</u>
		\$	%
			%
			%
			%
			%
			%
			%
			%
Total		\$	%

5. CASH AND CASH EQUIVALENTS

At _____, 19__, the municipality has cash and cash equivalents (book balances) totaling \$_____ as follows:

Demand deposits	\$
Interest-bearing demand deposits	
Time deposits	
Other	
Total	\$

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At _____, 19__, the municipality has \$ _____ in deposits (collected bank balances). These deposits are secured from risk by \$ _____ of federal deposit insurance and \$ _____ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully secured, add the following: The remaining balance of \$ _____ is not secured by the pledge of securities and is a violation of state law.]

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the police jury that the fiscal agent has failed to pay deposited funds upon demand.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

6. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the municipality or its agent in the municipality's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the municipality's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the municipality's name

At fiscal year-end, the municipality's investment balances were as follows:

<u>Type of Investment</u>	<u>Category</u>			<u>Carrying Amount</u>			<u>Total Carrying Amount</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Fair Value</u>	<u>Amortized Cost</u>	<u>Cost</u>	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>				
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the municipality's investment policy.)

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

7. RECEIVABLES

The following is a summary of receivables at _____, 19__:

Class of Receivable	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Proprietary Funds	Other Funds
Taxes:						
Ad valorem	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sales and use	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Intergovernmental - grants:						
Federal	_____	_____	_____	_____	_____	_____
State	_____	_____	_____	_____	_____	_____
Local	_____	_____	_____	_____	_____	_____
Special assessments:						
Current	_____	_____	_____	_____	_____	_____
Delinquent	_____	_____	_____	_____	_____	_____
Deferred	_____	_____	_____	_____	_____	_____
Accounts	_____	_____	_____	_____	_____	_____
Notes	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(See GASB Codification Section S40.120 - Special Assessment Receivables.)

(There should be a discussion of bad debt accounting and write-off policy.)

8. FIXED ASSETS

The changes in general fixed assets follow:

	Balance _____, 19__	Additions	Deductions	Balance _____, 19__
Land	\$ _____	\$ _____	\$ _____	\$ _____
Buildings	_____	_____	_____	_____
Improvements other than buildings	_____	_____	_____	_____
Equipment and furniture	_____	_____	_____	_____
Other asset classes	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

A summary of proprietary property, plant, and equipment follows:

	Enterprise Funds	Internal Service Fund
Land	\$	\$
Buildings		
Improvements other than buildings		
Furniture and equipment		
Construction in progress		
Subtotal		
Less accumulated depreciation		
Total	\$	\$

9. PENSION PLAN

Substantially all employees of the (Name of Municipality) are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana, Municipal Police Employees Retirement System of Louisiana, or Firefighters' Retirement System of Louisiana (list any others). These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

A. Municipal Employees Retirement System of Louisiana (System)

Plan Description. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. [All employees of the municipality are members of (Plan A) (Plan B)]. [or Some employees of the municipality are members of Plan A and some are members of Plan B.]

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System. [Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. [Under Plan B, employees who retire at or after age 60 with at least 10 years of creditable service at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 2% of their final-average monthly salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3% for each year

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

retirement precedes age 62, unless he has at least 30 years of creditable service. In any case, monthly retirement benefits paid under Plan B cannot exceed 100% of final-average salary.] Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (504) 925-4810.

Funding Policy. [Under Plan A, members are required by state statute to contribute 9.25% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 6.25% of annual covered payroll.] [Under Plan B, members are required by state statute to contribute 5.0% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 3.25% of annual covered payroll.] Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the (Name of Municipality) are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. [The (Name of Municipality) contributions to the System under Plan A for the years ending December 31, 1997, 1996, and 1995, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year.] [The (Name of Municipality) contributions to the System under Plan B for the years ending December 31, 1997, 1996, and 1995, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year.] (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

B. Municipal Police Employees Retirement System of Louisiana (System)

Plan Description. All full-time police department employees engaged in law enforcement are required to participate in the System. Employees who retire at or after age 50 with at least 20 years of creditable service or at or after age 55 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Police Employees Retirement System of Louisiana, 8401 United Plaza Boulevard, Baton Rouge, Louisiana 70809-2250, or by calling (504) 929-7411.

Funding Policy. Plan members are required by state statute to contribute 7.5% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 9.0% of annual covered payroll. The contribution requirements of plan members and the (Name of Municipality) are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The (Name of Municipality) contributions to the System for the years ending December 31, 1997, 1996, and 1995, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

C. Firefighters' Retirement System of Louisiana

Plan Description. Membership in the Louisiana Firefighters' Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3% of their final-average salary for each year of creditable service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 70804, or by calling (504) 925-4060.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

Funding Policy. Plan members are required by state statute to contribute 8.0% of their annual covered salary and the _____ Parish Fire Protection District is required to contribute at an actuarially determined rate. The current rate is 9.0% of annual covered payroll. The contribution requirements of plan members and the _____ Parish Fire Protection District are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The _____ Parish Fire Protection District's contributions to the System for the years ending December 31, 1997, 1996, and 1995, were \$_____, \$_____, and \$_____, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

10. OTHER POSTEMPLOYMENT BENEFITS

[GASB Statement No. 12 requires, as a minimum, the following disclosures if the municipality provides other postemployment benefits (OPEB). The disclosures may be made separately for one or more types of benefits or in the aggregate for all OPEB provided.

- A. A description of the OPEB provided; employee groups covered; eligibility requirements; and the employer and participant obligations to contribute, quantified in some manner (for example, the approximate percentage of the total obligation to contribute that is borne by the employer and the participants, respectively, or the dollar or percentage contribution rates).
- B. A description of the statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established.
- C. A description of the accounting and financing or funding policies followed; for example, a statement that the employer's contributions are financed on a pay-as-you-go basis or are advance-funded on an actuarially determined basis. If OPEB are advance-funded on an actuarially determined basis, the employer should also disclose the actuarial cost method and significant actuarial assumptions (including the interest rate and, if applicable, the projected salary increase assumption and the health inflation assumption) used to determine funding requirements, and the method used to value plan assets.
- D. The following expenditure/expense information, depending on how OPEB are financed:
 - 1. If OPEB are financed on a pay-as-you-go basis, the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions); also disclose the number of participants currently eligible to receive benefits. If expenditures/expenses for OPEB cannot readily be separated from expenditures/expenses for similar types

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

of benefits provided to active employees and their dependents, employers should use reasonable methods to approximate OPEB expenditures/expenses. If a reasonable approximation cannot be made, employers should state that OPEB expenditures/expenses cannot be reasonably estimated.

2. If OPEB are advance-funded on an actuarially determined basis, the number of active plan participants, the employer's actuarially required and actual contributions for the period (net of participant contributions), the amount of net assets available for OPEB, and the actuarial accrued liability and unfunded actuarial accrued liability for OPEB according to the actuarial cost method in use.
- E. A description (and the dollar effect, if measurable) of any significant matters that affect the comparability of the disclosures with those for the previous period (for example, a change in benefit provisions).
 - F. Any additional information that the employer believes will help users assess the nature and magnitude of the cost of the employer's commitment to provide OPEB.]

**11. ACCOUNTS, SALARIES, AND
OTHER PAYABLES**

The payables of \$_____ at _____, 19____, are as follows:

Class of Payable	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Proprietary Funds	Other Funds
Salaries	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
Withholdings	_____	_____	_____	_____	_____	_____
Accounts	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Total	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

12. COMPENSATED ABSENCES

At _____, 19__, employees of the municipality have accumulated and vested \$_____ of employee leave benefits, which was computed in accordance with GASB Codification Section C60. Of this amount, \$_____ is recorded as an obligation of the General Fund, and \$_____ is recorded within the general long-term obligations account group. The leave liability for employees of the Enterprise Fund, in the amount of \$_____, is accounted for within the fund.

13. LEASES

The municipality records (does not record) items under capital leases as assets and obligations in the accompanying financial statements. The following is an analysis of capital leases at _____, 19__:

Type	Recorded Amount
Buildings	\$ _____
Equipment	_____
Other	_____
Total	\$ _____

The following is a schedule of future minimum lease payments under capital leases and the present value of the net minimum lease payments as of _____, 19__:

	Buildings	Equipment	Other	Total
Fiscal year:				
19__	\$ _____	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
19__	_____	_____	_____	_____
Total minimum lease payments	_____	_____	_____	_____
Less - amount representing executory costs	_____	_____	_____	_____
Net minimum lease payments	_____	_____	_____	_____
Less - amount representing interest	_____	_____	_____	_____
Present value of net minimum lease payments	\$ _____	\$ _____	\$ _____	\$ _____

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

The municipality has operating leases of the following nature:

(Discuss operating leases in effect.)

The minimum annual commitments under noncancelable operating leases are as follows:

<u>Fiscal Year</u>	<u>Buildings and Office Facilities</u>	<u>Equipment</u>	<u>Total</u>
19__	\$ _____	\$ _____	\$ _____
19__	_____	_____	_____
19__	_____	_____	_____
19__	_____	_____	_____
19__	_____	_____	_____
Thereafter	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

14. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended _____, 19__:

	<u>Bonded Debt</u>	<u>Compensated Absences</u>	<u>Capital Leases</u>	<u>Total</u>
Long-term obligations payable at _____, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations payable at _____, 19__	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

General obligation bonds, revenue bonds, certificates of indebtedness, et cetera, are comprised of the following individual issues (classify by type and amount):

(Include a discussion of each issue as to amount, interest rates, purpose, maturity dates, installment amounts, and which fund retires the debt.) (See GASB Codification Section S40.120 - Special Assessments.)

At _____, 19____, the municipality has accumulated \$_____ in the debt service funds for future debt requirements. The annual requirements to amortize all bonds and/or certificates outstanding at _____, 19____, including interest of \$_____, are as follows:

<u>Fiscal Year</u>						<u>Total</u>
19__	\$	\$	\$	\$	\$	\$
19__						
19__						
19__						
19__						
19__						
19__						
19__						
Total	\$	\$	\$	\$	\$	\$

General obligation bonds, \$_____, are secured by an annual ad valorem tax levy. In accordance with R.S. 39:562, the municipality is legally restricted from incurring long-term bonded debt in excess of 35% of the assessed value of taxable property in the municipality. At _____, 19____, the statutory limit is \$_____.

In addition, the municipality is legally restricted from incurring long-term bonded debt secured by sales and use taxes in excess of ____ % of the avails of the tax. The municipality was within this ____ % limitation in 19____, when the sales tax bonds were issued.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

[When bonds have been issued by a special district or industrial development board, the municipality may have a legal obligation (guarantees the bonds) or a moral obligation (the name of the municipality may appear on the face of the bonds even though it is specifically stated that the municipality does not guarantee payment). In either of those cases, disclosure must be made in the municipality's financial statements, whether they are component unit statements or reporting entity statements. In the case of the moral obligation, the note should describe the bonds and state that the name of the municipality appears on the face of the bond, but the municipality has not guaranteed payment of those bonds in the event of default by the issuing authority.]

15. CHANGES IN AGENCY FUNDS

A summary of changes in assets and liabilities follows:

	Balances at Beginning of Year	Additions	Reductions	Balances at End of Year
Assets:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total assets	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>
Liabilities:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total liabilities	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

16. INTERFUND ASSETS/LIABILITIES

Due from/to other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		<u>\$ _____</u>

Interfund receivable/payable

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		<u>\$ _____</u>

Advances from/to other funds:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total		<u>\$ _____</u>

17. INTERGOVERNMENTAL PAYABLE

The following is a summary of the intergovernmental payable due other governments at _____, 19__:

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

<u>Payable to</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
	\$	\$	\$
Total	\$	\$	\$

18. RESERVED AND DESIGNATED RETAINED EARNINGS/FUND BALANCES

(Detail any reserves or designations appearing on the combined balance sheet.)

19. PROPRIETARY FUNDS (Segment Information)

(If more than one fund is included in the enterprise or internal service funds on the combined financial statements, GASB Codification Section 2500 requires certain segment information disclosure.)

20. CHANGES IN CONTRIBUTED CAPITAL

The following is a summary of changes in contributed capital:

	2017	2018	2019	2020
Balance at _____, 19__	\$ _____	\$ _____	\$ _____	\$ _____
Additions:				
Balance at _____, 19__	\$ _____	\$ _____	\$ _____	\$ _____

21. JOINT VENTURE

For both governmental and proprietary fund joint ventures, the following should be disclosed:

- A. A general description of each joint venture, including:
1. Identifying the participants and their percentage shared.
 2. Describing the arrangements for selecting the governing body or management.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

3. Disclosing the degree of control the participants have over budgeting and financing.
- B. Condensed or summary financial information on each joint venture, including:
 1. Balance sheet date.
 2. Total assets, liabilities, and equity.
 3. Total revenues, expenditures/expenses, other financing sources (uses), and net increase (decrease) in fund balance/retained earnings.
 4. Reporting entity's share of assets, liabilities, equity, and changes therein during the year, if known.
- C. Joint venture debt, both current and long-term, and the security for the debt.

22. RELATED PARTY TRANSACTIONS

(GASB 14 and FASB 57 require the disclosure of the description of the relationship, the transactions, the dollar amount of the transactions, and any amounts due to or from that result from related party transactions. List all related party transactions.)

23. LITIGATION AND CLAIMS

At _____, 19__, the municipality is involved in litigation or is aware of claims totaling \$_____ that are not covered by insurance. Of this amount, \$_____ has been recorded as a liability of the General Fund, and \$_____ has been recorded as a general long-term liability, as required by GASB Codification Section C50. (For the remaining amounts, disclose the legal counsel's opinion on the ultimate resolution of such matters.)

Claims and litigation costs of \$_____ were incurred in the current year. Of this amount, \$_____ has been recorded as a current-year expenditure in the General Fund, and \$ _____ has been recorded in the general long-term obligations account group as an obligation not requiring current resources.

24. FEDERAL COMPLIANCE CONTINGENCIES

(Include all federal contingencies with an explanation of questioned or disallowed costs.)

25. SOLID WASTE LANDFILL COSTS

GASB 18 applies to cities that are required by federal, state, or local laws or regulations to incur municipal solid waste landfill closure and postclosure care costs. The statement requires that the following be disclosed in the notes to the financial statements:

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Continued)

1. The nature and source of landfill closure and postclosure care requirements (federal, state, or local laws or regulations).
2. That recognition of a liability for closure and postclosure care costs is based on landfill capacity used to date.
3. The reported liability for closure and postclosure care at the balance sheet date (if not apparent from the financial statements) and the estimated total current cost of closure and postclosure care remaining to be recognized.
4. The percentage of landfill capacity used to date and estimated remaining landfill life in years.
5. How closure and postclosure care financial assurance requirements, if any, are being met. Also, any assets restricted for payment of closure and postclosure care costs (if not apparent from the financial statements).
6. The nature of the estimates and the potential for changes due to inflation or deflation, technology, or applicable laws or regulations.

The following is an example disclosure:

State and federal laws and regulations require the (Name of Municipality) to place a final cover on its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for 30 years after closure. In addition to operating expenses relating to current activities of the landfill, an expense provision and related liability are being recognized based on the future closure and postclosure care costs that will be incurred near or after the date the landfill no longer accepts waste. The recognition of these landfill closure and postclosure care costs is based on the amount of the landfill used during the year. The estimated liability for landfill closure and postclosure care costs has a balance of \$_____ as of _____, 19____, which is based on ____ percent usage (filled) of the landfill. It is estimated that an additional \$_____ will be recognized as closure and postclosure care expenses between the date of the balance sheet and the date the landfill is expected to be filled to capacity (19____). The estimated total current cost of the landfill closure and postclosure care (\$_____) is based on the amount that would be paid if all equipment, facilities, and services required to close, monitor, and maintain the landfill were acquired as of December 31, 1994. However, the actual cost of closure and postclosure care may be higher due to inflation, changes in technology, or changes in landfill laws and regulations.

(NAME OF MUNICIPALITY), LOUISIANA
Notes to the Financial Statements (Concluded)

The (Name of Municipality) is required by state and federal laws and regulations to make annual contributions to finance closure and postclosure care. The municipality is in compliance with these requirements, and at _____, 19____, investments of \$_____ (\$_____ market value) are held for these purposes. These investments are held and managed by a third-party trustee and are presented on the municipality's balance sheet as "Amounts Held by Trustee for Landfill Closure and Postclosure Care Costs." It is anticipated that future inflation costs will be financed in part from earnings on investment held by trustee. The remaining portion of anticipated future inflations costs (including inadequate earning on investments, if any) and additional costs that might arise from changes in postclosure requirements (due to changes in technology or more rigorous environmental regulations, for example) may need to be covered by charges to future landfill users, taxpayers, or both.

**26. ON-BEHALF PAYMENTS FOR FRINGE
BENEFITS AND SALARIES**

(Note to the preparer of the financial statements: GASB Statement 24 requires that on-behalf payments for fringe benefits and salaries be recognized as revenue and expenditures or expenses and that the notes to the financial statements disclose the amounts recognized. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends. You should refer to GASB Statement 24 for guidance relating to the recognition and measurement of on-behalf payments for fringe benefits and salaries.)

27. SUBSEQUENT EVENTS

(A reporting government should disclose any material event affecting it that occurs between the close of the fiscal period and issuance of the financial statements.)

**(NAME OF MUNICIPALITY), LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended _____, 19__**

SPECIAL REVENUE FUNDS

(Provide a description of each fund.)

NOTE - When federal funds are described, the federal funding source should be identified. If these funds are flow-through funds from a primary recipient, then the federal funding source and the primary recipient should be identified. The following is an example:

The Community Development Block Grant Fund accounts for the funds provided by the U.S. Department of Housing and Urban Development through the Louisiana Division of Administration. The monies are used to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low or moderate income.

**(NAME OF MUNICIPALITY), LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended _____, 19__**

DEBT SERVICE FUNDS

(Provide a description of each fund.)

**(NAME OF MUNICIPALITY), LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended _____, 19__**

CAPITAL PROJECTS FUNDS

(Provide a description of each fund, to include a description of the project, source of funding, and the status of the project.)

**(NAME OF MUNICIPALITY), LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended _____, 19__**

PROPRIETARY AND NON-EXPENDABLE TRUST FUNDS

(Provide a description of each fund.)

(NAME OF MUNICIPALITY), LOUISIANA
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended _____, 19__

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the board members is included in the general administrative expenditures of the General Fund. The members of the board receive compensation pursuant to Louisiana Revised Statute_____. (Explain changes of board members.)

**EXPENDITURES OF FEDERAL AWARDS
AND AUDIT FINDINGS RESOLUTION**

In accordance with Office of Management and Budget Circular A-133, schedules of expenditures of federal awards, follow-up and corrective action taken on prior audit findings, and corrective action plan for current year audit findings are presented.

(NAME OF MUNICIPALITY), LOUISIANA

Summary Schedule of Prior Audit Findings

For the Year Ended _____, 19__

[illegible]

* Reference number the auditor assigns to the audit finding.

****** When audit findings are not corrected or are only partially corrected, the planned corrective action as well as any partial corrective action taken should be described.

*** Additional explanation is required when:

- Corrective action taken is significantly different from corrective action previously reported.
- The municipality believes the audit findings are no longer valid or do not warrant further action.

Note: This summary schedule of prior audit findings should include all prior audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards.

In addition, this summary schedule should include audit findings reported in the prior audit's summary schedule of prior audit findings, except those audit findings listed as corrected or no longer valid or not warranting further action.

(NAME OF MUNICIPALITY), LOUISIANA

**Corrective Action Plan for
Current Year Audit Findings
For the Year Ended _____, 19__**

<u>Ref. No.*</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name(s) of Contact Person(s)**</u>	<u>Anticipated Completion Date</u>
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		

* Reference number the auditor assigns to the audit finding.

**Name(s) of contact person(s) responsible for corrective action.

Note: This schedule should be completed at the completion of the audit and include all current audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards.

If the municipality does not agree with the audit findings or believes corrective action is not required, then the corrective action plan should include an explanation and specific reasons.